



TEMPORARY EMPLOYEES GUIDE

Due to Executive Order 54-20 issued 7/22/2020 and the updated legislation to remove the 1000-hour cap on temporary employees, processing transactions for these employees will need updated as well. The following scenarios include the most common situations.

Scenario 1 – New temporary employee hired with no previous history in OASIS (**TEMPS**)

1. Regular temporary employee (previously seasonal or 1000-hour temp): **TEMPS – TUL**
 - a. Must have a future effective date.
2. Temporary employee hired as a Governor’s Intern: **TEMPS – 4GI**
 - a. Must have a future effective date.

Scenario 2 – New temporary employee hired with previous history in OASIS (**REHIT**)

1. Regular temporary employee (previously seasonal or 1000-hour temp): **REHIT – TUL**
 - a. Must have a future effective date.
2. Temporary employee hired as a Governor’s Intern: **REHIT – 4GI**
 - a. Must have a future effective date.

Scenario 3 – Temporary employee is approaching their anniversary date.

1. Agency wishes to keep the employee working as a temp (**REHIT – ROV**)
 - a. Must be future dated on the anniversary date of hire. (Example – employee was a REHIT on 1/1/2021; REHIT-ROV should be dated 1/1/2022)
2. Employee is no longer working for the agency OR does not wish to continue their temporary employment (**TERMT – TEM**)
 - a. Must be dated the day after the employee’s last working day.
3. Employee does not show up or refuses temporary appointment (**TERMT – RFS**)
 - a. Must be dated the same day as the TEMPS or REHIT.